

Message

From: Matten, Sharlene [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8E6D27A895D044F6BEDA49908859BFFF-SHARLENE R. MATTEN]
Sent: 4/8/2020 9:30:39 PM
To: 'Hughes, Hayley'; Wood, Donald; 'Knott, Steven' [Knott.Steven@epa.gov]
CC: Wong, Diana [Wong.Diana-M@epa.gov]
Subject: This is the plan: Language for Eventbrite Site - April SACC
Attachments: EventBrite_Test_Asbestos_20200408.docx

Importance: High

For those in the know – is this information enough to get approval from the IO/Comms folks? Don and Martin have a plan as you'll see from Vince's notes below. I will likely join in the AM but just in case a response is needed for the AA folks before the AM - see attached and the note below.

Sharlene R. Matten, Ph.D.
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Office of Science Coordination and Policy
U.S. Environmental Protection Agency
1200 Pennsylvania Ave., NW
Washington D.C. 20460
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Tel: 202-564-0130
Mobile: 202-768-6629

From: Brown, Vincent J <brownv@battelle.org>
Sent: Wednesday, April 8, 2020 4:25 PM
To: Matten, Sharlene <Matten.Sharlene@epa.gov>
Cc: Wood, Donald <Wood.Donald@epa.gov>; Martin Alvarado-Cortes <alvarado@battelle.org>; thomasa@battelle.org
Subject: Language for Eventbrite Site - April SACC

Dear Sharlene:

Martin has built the EventBrite site and in discussion with Don he and Don will meet Thursday to finalize the settings. Attached FYI are screen captures of the site, using Don's language from earlier today, in case you want to show the Communications team where the site stands.

The first page of attachment shows the top and bottom portion of the "Details." The second page shows the Registration or Ticketing page, for the choices between "Public Comment" and "Listen-Only."

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From: Wood, Donald <Wood.Donald@epa.gov>
Sent: Wednesday, April 08, 2020 3:04 PM
To: Alvarado, Martin <alvarado@battelle.org>; Matten, Sharlene <Matten.Sharlene@epa.gov>
Cc: Brown, Vincent J <brownv@battelle.org>
Subject: RE: Language for Eventbrite Site - April SACC

Tomorrow is good

From: Alvarado, Martin <alvarado@battelle.org>
Sent: Wednesday, April 8, 2020 2:56 PM
To: Wood, Donald <Wood.Donald@epa.gov>; Matten, Sharlene <Matten.Sharlene@epa.gov>
Cc: Vincent Brown <brownv@battelle.org>
Subject: RE: Language for Eventbrite Site - April SACC

Hi all,

Thanks, Don. I will update the Eventbrite to reflect this language. I think it'd be a good idea for you to review the settings at some point before we publish the event through shared screens. Let me know your thoughts and I'll schedule a short meeting to do this either today or tomorrow, whatever your preference is.

Best,
Martin

Martin Alvarado
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alvarado@battelle.org

From: Wood, Donald <Wood.Donald@epa.gov>
Sent: Wednesday, April 08, 2020 2:52 PM
To: Matten, Sharlene <Matten.Sharlene@epa.gov>
Cc: Alvarado, Martin <alvarado@battelle.org>; Brown, Vincent J <brownv@battelle.org>
Subject: Language for Eventbrite Site - April SACC

Message received from outside the Battelle network. Carefully examine it before you open any links or attachments.

Main Page

Description

Names and affiliations of members of the public who register for this meeting on this site are public information, collected and managed in accordance with the Federal Advisory Committee Act.

If you require special accommodations, please contact wood.donald@epa.gov by April 22, 2020.

On April 27-30, 2020, the Toxic Substances Control Act (TSCA) Science Advisory Committee on Chemicals will meet on the draft risk evaluation for asbestos. The meeting will be conducted by telephone and webcast. The meeting is open to the public and registration is required.

If you wish to make a comment during the virtual meeting, please register on or before 12:00pm ET, April 22, to be included on the meeting agenda. Select "attend and make a comment" when registering. You may register as a listen-only attendee at any time up to the end of the meeting on April 30. Select "listen only (not making a comment)" when registering.

The draft risk evaluation, charge questions, and supporting documents can be found [here](#).

For additional information please contact wong.diana-m@epa.gov.

TICKET CONFIRMATION EMAIL:

1. Listen-Only (this should be on sale until 6pm April 30)
 - a. "Thank you for registering for the April 27-30, 2020 TSCA SACC Meeting on the draft risk evaluation for asbestos. You have registered to listen only. Please use the following links and phone numbers for this event."
2. Attend and Make a Comment: (this should be 'on sale' until noon, April 22)
 - a. "Thank you for registering for the April 27-30, 2020 TSCA SACC Meeting on the draft risk evaluation for asbestos. You have registered to make a public comment. Please use the following links and phone numbers for this event."

Please keep this unpublished until we get final OK.

Thank you,

Donald Wood

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TSCA DCO / FIFRA DSO
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Office of Chemical Safety and Pollution Prevention
US Environmental Protection Agency
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